

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

July 2, 2008

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| TITLE: | VR Program Manager |
| POSITION NO: | 10093 |
| LOCATION: | Disability Services Division, Helena |
| STATUS: | Full-Time/Permanent |
| UNION: | MEA/MFT |
| PAY GRADE: | Pay Plan 20, Pay Band 6 |
| STARTING SALARY: | \$34,338 - \$42,922 annually. Depending on qualifications and internal equity. |
| SUPPLEMENT: | Yes |

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 17, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Transcripts are required and may be submitted at any time up until interview.

TYPICAL DUTIES: This position manages diverse statewide programs in the vocational Rehabilitation central office. Major duties include program planning and management of the Community Rehabilitation programs, Ticket to Work activities, and Social Security reimbursement; development of the state plan; statistical research activities; and acting as liaison to the Native American rehabilitation programs.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of vocational rehabilitation and programs for persons with disabilities; research methods and design; program planning; federal Rehabilitation Act and regulations; Ticket to Work; community rehabilitation programs; Native American rehabilitation; assistive technology; budgeting; supervisory practices and techniques; and concepts and principles of contract development, negotiation, and administration.

Skills: Skill in organization and analysis; oral and written communication; conflict resolution; negotiation; public

speaking; problem solving; and in the use of personal computers and computer applications including Microsoft Word and Excel.

Abilities: Ability to initiate projects and work independently; organize and direct comprehensive statewide programs; develop and implement work plans; establish and maintain effective working relationships with employees, other agencies, and the public; facilitate groups; meet deadlines; read and apply laws and regulations; and conduct trainings.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services, public administration, or related field **AND** three years of progressively responsible professional experience in a disability program. Program management and state Vocational Rehabilitation program experience is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview or prior to job offer; and**
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: VR Program Manager
Position: #10093
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your program management experience, especially in the area of statewide disability-related programs.